



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

027

Date: July 16, 2010

TO: ALL MISSION PERSONNEL

FROM: AMANDA JOHNSON-MILLER – MANAGEMENT OFFICER

**SUBJECT: ADMINISTRATIVE ASSISTANT AT THE CENTER FOR
DISEASE CONTROL AND PREVENTION (CDC)**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Administrative Assistant at the Center for Disease Control and Prevention (CDC)

OPEN TO: All interested Candidates

GRADE LEVEL: FSN-07, FP-07* (Full performance level)

WORK HOURS: Full Time, 40 hours per week

OFFICE LOCATION: USAID Annex

OPENING DATE: o/a September 2010

DEADLINE: July 31, 2010 at 6 P.M. Kyiv time

**FP-07 is subject to confirmation with Washington.*

IN ORDER TO BE CONSIDERED FOR THIS POSITION, ALL INTERESTED CANDIDATES MUST BE **ELIGIBLE** FOR EMPLOYMENT IN UKRAINE AT THE TIME OF SUBMITTING APPLICATION.

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR **RESIDENCY PERMIT** TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

Under the President's Emergency Plan for AIDS Relief (PEPFAR), CDC is the USG agency designated to assist with HIV/AIDS strategic information and also provide expert technical guidance and assistance in the efforts to strengthen TB/HIV diagnosis and antiretroviral therapy training programs. CDC is opening an office in Kyiv to support these activities.

This position serves under the supervision of the USDH CDC Country Director as an administrative assistant and performs programmatic and administrative support duties for CDC/GAP/Ukraine. The incumbent provides administrative support, including maintaining up-to-date contact lists, coordination of calendars and meeting schedules, photocopying and maintaining minutes of official meetings as well as coordination with the Embassy for travel, procurement and human resources. The incumbent also provides logistical support for coordination of conferences and meetings, coordinates PEPFAR technical assistance requests, and serves as an occasional money holder. The incumbent updates and maintains CDC/Ukraine administrative files and maintains communication with CDC/Atlanta on administrative and programmatic issues. The position serves as the starting and ending point for all administrative support operations of CDC/Ukraine.

MAJOR DUTIES AND RESPONSIBILITIES:

Communication 35%

Incumbent attends to visitors and maintains shared calendars for the director and the technical staff. Schedules meetings and appointments and maintains minutes of official meetings and other events. Provides support for conferences, meetings and presentations, including coordination with other CDC Ukraine and external staff in communicating specific conference requirements, identifying and reviewing suitability of proposed meeting venues and coordinating meeting agendas and arrangements. Coordinates external telephone and conference call requests for technical program staff. Maintains and updates relevant contact lists and provides updates to contacts database according to established procedures. Drafts and types official CDC correspondence, processes official correspondence in collaboration with the program staff. Drafts routine telegrams, memos, and letters and assists with photocopying needs (for individual requests and for trainings, conferences and meetings). Other duties as assigned.

Administrative support 30%

Job holder coordinates with other CDC Ukraine, U.S. Embassy and external partner staff to process travel arrangements and reservations, travel vouchers, procurement requests, and time and attendance reports. Processes outgoing country clearance requests for international travel. Completes the CDC Visitor Management System request form for LE staff visiting CDC and forwards the form and copies of the LE staff passport and US visa to CDC headquarters. Reviews administrative support requests and documentation for adherence to HHS, CDC, and U.S. Embassy policies and requirements. Tracks pending procurement and travel issues and independently follows up with Embassy GSO, vendors or other appropriate staff for routine matters and updates management on progress achieved and any deadlines.

missed or unresolved issues. Receives cell phone and land line telephone bills for staff and coordinates processing.

Recordkeeping 20%

Maintains the administrative files. Keeps up-to-date records on the status of travel requests, travel vouchers, procurement requests, human resources actions, and other pending administrative actions. Assists country management staff with tracking the status of allocated operating and non-operating funds. Coordinates with Ukraine FMO accounting staff responsible for CDC accounts to maintain up-to-date reports on the status of budgeted amounts. Updates office calendar with staff travel, meetings, leave, etc. Coordinates printing of business cards for staff. Prepares mailing labels for FEDEX/DHL packages. Updates the Office of Global AIDS Coordinator (OGAC) travel spreadsheet with technical assistance (TA) requests

Logistics support 15%

Communicates regularly with other CDC Ukraine support staff regarding major events and activities and coordinates necessary actions and follow-up as necessary to ensure that administrative support for programmatic activities runs smoothly. Coordinates motor pool support. Performs back-up duties for other support staff when needed, including assisting in receiving phone calls and visitors for front office and performs other duties as assigned by the supervisor. Compiles weekly staff bullets and forwards the information to the CDC Ukraine director and the deputy-at-large designate. Prepares vouchers for minor business expenses, obtains approval, and processing.

REQUIRED QUALIFICATIONS:

a. Education:

Completion of two years of general course work at the university level is required.

b. Prior Work Experience:

A minimum of two years of administrative or secretarial experience in an office setting is required.

c. Language Proficiency:

Level IV (fluency – speaking/reading/writing English is required.)

Level IV (fluency – speaking/reading/writing Ukrainian is required.)

Level IV (fluency – speaking/reading/writing Russian is required.)

d. Job Knowledge:

The incumbent must have a thorough knowledge of all aspects of administrative and office support processes, including secretarial support for professional staff, arranging and processing travel support, coordination of motor pool support, and procedures for processing time and attendance and personnel actions. In addition, the job holder must be thoroughly familiar with CDC and US Government administrative policies and procedures and the structure and functions of CDC Ukraine. The incumbent must also be familiar with the

Government of Ukraine operating environment as well as the Ukrainian business environment to effectively perform the duties and responsibilities of the position

e. Skills and Abilities:

Employee may at times be called upon to do basic translation from Ukrainian/English, Russian/English and must have the ability to translate administrative and public health-related documents from Russian, Ukrainian to English and English to Ukrainian/Russian with a high degree of accuracy. All communication with administration in Atlanta will be done in English.

Incumbent should be knowledgeable and proficient in business software applications such as MS Word, MS Outlook, MS PowerPoint, MS Excel. Incumbent should have basic skills in Data Base management. Computer experience as a user is required. The incumbent must also have computer skills incorporating intermediate keyboarding skills (accuracy and speed), word processing and office software skills, including spreadsheets.

Good organization skills and ability to work closely/ collaborate with other US Government agencies at post are required

APPLICATION AND SELECTION PROCESS:

✓Interested applicants should fax or mail their *current résumé* and *letter of interest in English* to the Embassy Human Resources Office, American Embassy, 4 Hlybochyts'ka St., fax # 490-4085. Applications can be also sent by e-mail to: KyivHR@state.gov

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.

✓If you are already employed by the U.S. Embassy, please send a *short memorandum* and *updated résumé* to the Human Resources Office to indicate your interest in this vacancy.

✓Initial screening will be based on the curriculum vitae or résumé and letter of interest. Candidates ranked highest may be invited to meet with HR staff and to take tests as appropriate. Those ranked highest may then be referred for interviews.

✓If two or more US Citizen EFM or US Veteran applicants are being considered for employment, the Post Employment Committee will meet to interview and rank candidates and make a recommendation for employment to the supervisor.

✓Management will consider additional selection criteria that may include issues of *conflict of interest, nepotism and budget implications*.

ADDITIONAL SELECTION CRITERIA:

! Current employees serving a *probationary period* are not eligible to apply for this position.

! U.S. Veterans and US Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with U.S. law and State Department Regulations. Candidates who claim *U.S. Veterans preference* must provide a copy of their Form DD-214 with their application.

! US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.

! US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.

CLEARED: GGSomerville - CDC (by e-mail)
 DMercadante - FMO